

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

July 26, 2001
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Jim Hull, Mesa, Chair
Tim Greene¹, Avondale
Betsy Wise¹, Carefree
Mark Brenneman, Chandler
✓ Peter Putterman¹, Fountain Hills
**Shawn Woolley², Gilbert
Jerry Wightman, Glendale
✓ John Imig¹, Goodyear
*Lynn Dunn¹, Litchfield Park
✓ Cary Parker¹, Maricopa County

** Duncan Miller¹, Paradise Valley
Ralph Spencer² for Sandy Teetsel, Peoria
Greg Binder, Phoenix
Debbie Kohn, Scottsdale
** John Laue¹, Tempe
* Rosemarie Martinez-Booth¹ for Ralph Velez,
Tolleson
* Terry Linkous, ADOT
Randi Alcott¹, RPTA

*Members neither present nor represented by proxy.

OTHERS PRESENT

✓ Jack Blonski, Goodyear
** Mark Johnson, Guadalupe
John Wayne Gonzales, Phoenix
Craig Chenery², MAG
Heidi Pahl¹, MAG

Audrey Skidmore
Harry Wolfe, MAG
Rita Walton, MAG
Robb Baillargeon, Norstan
Kent Bowers, Norstan

**Participated via telephone conference call.

✓ Participated via video conference call.

1 Site Coordinator

2 Site Backup Coordinator

1. Call to Order

The meeting was called to order at 10:05 a.m. by Chairman Jim Hull. Duncan Miller, Shawn Woolley, John Laue and Mark Johnson attended via telephone conference call.

2. Approval of June 28, 2001 Meeting Minutes

It was moved by Debbie Kohn seconded by Ralph Spencer and unanimously recommended to approve the June 28, 2001 meeting minutes.

3. Draft Revised Methodology for Evaluating Congestion Mitigation and Air Quality Improvement Projects

Dean Giles gave an update on the draft revised methodology for evaluating congestion mitigation and air quality improvement projects. Mr. Giles explained that MAG is accepting comments regarding the methodology through August 10, 2001.

After reviewing the draft revised methodology, the TAG made the following comments and directed staff to forward them to Dean Giles.

- The depreciation time of three years for telecommunications equipment in general, and videoconferencing and audioconferencing equipment specifically, should be longer than three years. Norstan has concurred with this and say their equipment is in place far longer than this once it is purchased. It is suggested that the life of the equipment be at least 5 years.
- Some of the member agencies have purchased additional equipment to add to their telecommunications needs. Similarly other agencies have equipment that will become part of our "network." It is therefore suggested that the savings in time, VMT, etc. for this additional equipment be added to the score for a project.
- This equipment is sometimes used to facilitate discussion with areas outside of Maricopa County, thus ensuring less travel, both by car and by plane, to and from the area. It is therefore suggested that the savings in time, VMT, etc. for this additional travel be added to the score for a project.
- It was also felt that projects of a regional nature should be given additional credit because of the scope of the project.

4. Regional Community Wide Area Network

Harry Wolfe said that MAG is pursuing the Regional Community Wide Area Network (RCWAN) Study with Kimley-Horn. Mr. Wolfe mentioned that the consultant is about to launch two surveys. He stated that MAG is currently reviewing the surveys and will be distributing them to the RCWAN evaluation group in the coming week.

Debbie Kohn asked if MAG could ensure that MAGTAG and ITS committee members

receive copies of the surveys. Harry Wolfe replied yes.

Greg Binder asked if there was any attention given to the geographic or industrial distribution of the employers that are being sent surveys. Rita Walton responded that MAG would insure both a geographic and industrial cross sampling.

Peter Putterman said that supplementary materials should accompany the surveys in order to explain what is being done. He noted that surveys should be sent to those who realize the benefits of a RCWAN.

Rita Walton noted that the RCWAN Study is not about purchasing telecommunications infrastructure but rather to identify, define and study the telecommunications needs of the entire community.

Rita Walton extended an invitation for any volunteers to join the RCWAN evaluation group.

5. E-Government Working Group and Forum

Greg Binder, Chair of the E-Government working group, mentioned that there was a meeting of the working group directly following the MAGTAG meeting. Mr. Binder stated that Jim Hull, Tim Greene, Peter Putterman and Debbie Kohn are currently members of the working group and invited any other interested parties to become involved.

Greg Binder provided an overview of the work that had been done to date on the forum. He stated that the tentative date for the forum is the morning of October 18th. He noted that the group is thinking of holding a 4 hour session with 3 presenters. He stated that he needs assistance finding good panelists and a moderator as well as putting together a list of possible attendees. Heidi Pahl mentioned that the E-Government Forum can be held at the MAG facilities and MAG will set up the meeting room and provide video and audio conferencing support if necessary.

6. Telecommunications Strategic Plan Working Group

Rita Walton reminded the MAGTAG that their number one priority for TIP projects was the Telecommunications Strategic Plan and it has received funding in the amount of \$250,000. Ms. Walton asked for volunteers to form a working group to help write a Request for Proposals (RFP) for the Telecommunications Strategic Plan and to continue to monitor the progress of the project. Ms. Walton suggested that MAG might hire a project manager for this project.

Debbie Kohn asked for clarification on the goal of the plan. Rita Walton said it is not a MAGTAG strategic plan. It is a telecommunications strategic plan for the entire region and serves both member agencies and the region in general.

Jim Hull, Debbie Kohn, Mark Brennenman and Cary Parker volunteered to serve on the Telecommunications Strategic Plan working group. Mark Brennenman asked if the goal of the working group would be to only assist in writing the RFP. Rita replied no, that the group would also act as an oversight working group, with an 18 month to 2 year commitment of monthly meetings.

7. MAG Regional Videoconferencing System (RVS) Update

Kent Bowers provided an update on the videoconferencing system. He said that the videoconferencing system is nearing completion. All but one of the end-point systems have been delivered and installed. All of the systems have been upgraded to the latest software release. The final site, Wickenburg, has been delayed pending verification of the Sprint T-1 circuit.

Kent Bowers informed that the Salt River Pima-Maricopa Indian Community's ISDN circuits have been extended by Saddleback Communication but are currently not functional. Saddleback Communication is working on a resolution to the problem. The network termination equipment ordered for the multipoint conference server to connect the Gila River Indian Community and Wickenburg sites has arrived and is being scheduled for installation. The CSU/DSU unit for the Gila River will be scheduled for the first available date to complete the installation and testing of the system.

Mr. Bowers mentioned that the City of Peoria VTEL unit has been experiencing some audio problems that will be repaired.

Mr. Bowers noted that scan converters are currently being delivered and installed during each site visit. Currently twenty have been installed at the end-sites.

He noted that the VTEL end-user training has been going very well.

He said that the Saguaro Room control system programming is scheduled for completion by August 10th. The Saguaro room videoconferencing unit has been having intermittent problems that are being addressed by Norstan and VTEL. He mentioned that problems with the multipoint conference server are also being addressed.

He said that Norstan and MAG are working toward system acceptance and have identified the outstanding items that must be completed prior to starting the system acceptance process. A timeline has been established that addresses all of the open items and a plan to complete them. Once completed, a schedule and procedure will be followed leading to full system acceptance. The exact procedure is being worked out between MAG and Norstan.

8. MAG Forum - Best Practices in Marketing Videoconferencing

Heidi Pahl gave an update on the MAG Forum - Best Practices in Marketing Videoconferencing held July 17th. She noted that there were 50 attendees and that she

received very positive feedback from member agency staff. Ms. Pahl mentioned that immediately following the forum a debriefing session with Norstan, MAG staff and Jim Hull was held and that many action items came out of the session.

Debbie Kohn asked if the forum helped to promote videoconferencing to non TAG members. Peter Putterman said probably not.

Tim Greene said a number of people have expressed an interest in using the Avondale videoconferencing unit. Ralph Spencer said that Peoria needs a champion for the RVS.

Peter Putterman stated that he thought MAG could promote the RVS at the League conference this fall. Debbie Kohn mentioned that this is a good agenda item for marketing working group.

Rita Walton talked about the Intermodal Planning Group (IPG) conference being held this fall and how it will be an excellent marketing opportunity for the RVS.

9. Marketing Working Group

Heidi Pahl gave a brief update on the activities that the marketing working group completed. For example, the MAGTAG celebration, the MAG Forum - Best Practices for Marketing Videoconferencing, committee demonstrations to MAG Management Committee and MAG Regional Council. She noted that the group will focus on future committee demonstrations, the media event, IPG conference and the possibility of getting on the League of Arizona Cities and Towns fall conference agenda.

Ms. Walton asked the MAGTAG for ideas on speakers for the IPG regional community videoconferencing session.

10. Announcements and Public Input

Jim Hull announced that the City of Mesa is looking into a research group that would provide the City with access to information for a fee. He mentioned that the Gartner Group, Giga and Medi group are just some names of companies who offer this service. Debbie Kohn asked if the information covers telecommunications. Greg Binder said yes.

Jim Hull asked the committee members if they would mind canceling the August meeting to make time available for the working groups to meet. The committee members agreed to cancel the August meeting.

11. Suggested Agenda Topics for Next Meeting

Jim Hull reviewed the agenda items for next meeting. No further suggestions for agenda items were made.

12. Date of Next Meetings

The next meeting of the MAGTAG will be held September 13, 2001 from 10:00 a.m. to noon.

The meeting adjourned at noon.